

ANNUAL REPORT OF ACADEMIC STAFF FOR THE CALENDAR YEAR 2020

Department Deadline: Friday, January 29, 2021

Dean's Office Deadline: Friday, March 12, 2021

The purpose of this report is (i) to allow faculty members to report their University-related activities over the past year and to describe their plans for the future and (ii) to allow the Department Head to evaluate the performance of these activities. The Dean's Office is also requesting an electronic copy of each faculty member's updated CV.

Name: _____ **Department:** _____ **Rank:** _____

Section I - Activity Report

For the period January 1 - December 31, 2020, please provide an outline of your:

- (a) **Teaching:** Include undergraduate and graduate courses; supervision of graduate students, research assistants and postdoctoral associates; short courses, seminars or workshops; teaching methods developed/introduced.
- (b) **Scholarship:** Note any significant milestones or accomplishments in your research. List publications (including accepted articles in press), patents, software development, reports, grants, contracts, fellowships, awards or other honours.
- (c) **Service activity:** Include departmental, faculty or university activities (including UMFA), service to the profession or discipline and the general community.
- (d) **Professional development:** Include attendance at conferences, courses or workshops related to academic or personal development, e.g. teaching development, research methodology.
- (e) **Safety responsibilities:** Include a summary of safety procedures implemented in all laboratories for which you are responsible and any new initiatives that you have taken.

Section II - Planning

Please outline your plans for the coming year.

Section III – Conflict of Interest Declaration

Please declare any conflicts of interest as outlined in Clause 15.3 of the UMFA Contract and the [University Conflict of Interest Policy](#).

Section IV – Evaluation

The Head will evaluate the past year's activities set out in the report of the previous year. The Head is expected to discuss his/her evaluation with the faculty member, who may comment on it below. A copy of the form, duly completed and signed, will be transmitted by the Head to the faculty member and to the Dean. The form will become part of each individual's confidential file.

Head's evaluation:

Faculty member's comments:

Signatures:

_____ (Head) _____ (Faculty member) Date _____